

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

5001 Southgate Drive

Billings, Montana 59101-4669

<http://www.blm.gov/mt>

In Reply To:

1112 (930.KV) P

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To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: Accident Investigation Training

DD: 02/28/07

The Montana State Office will sponsor a 2-day Introduction to Accident Investigation course March 14-15, 2007. On Friday morning, March 16, there will be a meeting of Montana/Dakotas collateral duty safety officers to discuss the BLM accident reporting process. The training will be held at the Montana State Office in side A of the main conference room. Course information is attached.

All collateral duty safety officers should plan to attend. This course meets one of the core competency requirements for them. As such, the Montana State Office will fund the cost of the tuition for the collateral duty safety officers. Travel and per diem should be charged to the employee's normal charge codes. Managers, supervisors, safety committee members, and employees from other federal agencies who have an interest in the topic may also attend, but they are responsible for their own registration and tuition.

Individuals planning to attend the accident investigation training and workshop are asked to respond by February 28, 2007, to Karilynn Volk, Safety and Occupational Health Specialist, at 406-896-5190.

Signed by: Sandra C. Berain

Authenticated by: Aleta Zahorodny (MT-930)

1 Attachment

1-Accident Investigation Training Information (1 p)

Distribution w/attm.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station

(MT-922), Don Judice

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Accident Investigation Training

Name of Course:	OSHA 7505 – Introduction to Accident Investigation
Dates and Times:	March 14-15, 2007; from 8:00 a.m. to 4:30 p.m. each day
Location:	Side A Conference Room, Bureau of Land Management, 5001 Southgate Drive, Billings, Montana
Price:	Tuition to be paid by MSO for 15 MT/DAKs Safety personnel. Rocky Mountain Education Center will take separate registrations from others for \$395 per person – payment must be made to the RMEC before the course begins.
Vendor:	OSHA Training Institute, Rocky Mountain Education Center 13300 West Sixth Avenue, Campus Box 41 Lakewood, CO 80228-1255
Points of Contact:	Karilynn Volk Bureau of Land Management 406-896-5190 Richard Hawkins OSHA Training Institute, Rocky Mountain Education Center 800-933-8394 303-980-8339 (fax)
Course Description:	Introduction to Accident Investigation provides an introduction to basic accident investigation procedures and describes accident analysis techniques. The goal of this 2-day course is to help participants gain the basic skills necessary to conduct an effective accident investigation at their workplace. The target audience is the small employer, manager, employee or employee representative who, as part of a firm's safety and health system, would be involved in conducting accident and/or near miss investigations. Topics include the primary reason for conducting an accident investigation, employer responsibilities related to workplace accident investigation, and a six-step accident investigation procedure. The course is set up as a facilitated, interactive training session focusing on class discussion and group activities.
Accommodations:	A block of rooms has been reserved for March 13-16, 2007, at the Hampton Inn, 5110 Southgate Drive, Billings, Montana; 406-248-4949. The block is reserved under "BLM Safety."